



MARIN MUNICIPAL WATER DISTRICT

BUSINESS SYSTEMS SUPPORT TECHNICIAN

DEFINITION

Under general supervision, performs a variety of paraprofessional and technical duties for the assigned division and/or District, and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a single incumbent paraprofessional classification. Incumbents in this class perform duties in the assigned division relating to budget systems and maintenance of specific segments of the division budget such as capital budget. They serve as the point of contact for staff with regard to budget transfers and maintain and update the division's budget as requested, allocating funds as required. Incumbents in this class also assist users with SAP software questions and troubleshooting, as well as responsibility for department level SAP maintenance.

EXAMPLES OF DUTIES

Typical duties may include but are not limited to the following:

- Helps facilitate budget transfers within the District's budget system;
- Establishes capital projects and related budgets in SAP as directed;
- Tracks labor hours spent on capital projects;
- Upon request, facilitates capital funds transfers and notifies respective departments of necessary changes;
- Prepares annual, quarterly and monthly budget reports comparing budget data against actual expenditure reports for capital improvement projects and operating budgets;
- Provides assistance to staff with using Livelink to implement budget transfers;
- Within Engineering Division, allocates funds towards capital projects and ensures fund balances are maintained;
- Performs various support tasks related to the maintenance of data in SAP;
- Researches and responds to user questions regarding budget allocation and SAP procedures;
- Produces reports, spreadsheets, and statistical data for the District's use in administering budgets, monitoring water consumption and capital improvement projects;
- Explains the use of SAP in the budget process to various departments and divisions within the District as needed;

- Provides training on SAP functions to users as required;
- Enters work order and timesheet information for assigned departments and divisions;
- Purchases engineering supplies, creates purchase requisitions, prepares payment requests, and researches invoice information;
- Tracks purchases and expenditures for assigned division (i.e., imported water purchases, PG&E expenditures, etc.)
- Researches, retrieves and assembles data used in analyzing and determining charges for new services.
- Determines effective methods for extracting and presenting data in meaningful user formats;
- Maintains spreadsheets, files, folders and related records for assigned division; and
- Performs other duties and responsibilities as assigned.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Accounting and budgetary principles, procedures and terminology;
- Methods and techniques for troubleshooting system issues within assigned areas;
- Proper spelling, grammar, punctuation and writing practices;
- Computer hardware and software components including knowledge of SAP and Livelink;
- Sound methods and techniques of data extraction, and presentation;
- General principles of research methodology, report writing, and basic statistics;
- Basic practices and techniques of training and instruction;
- Effective interpersonal skills using tact, patience and courtesy.

Ability to:

- Research, compile, and summarize varied information relating to capital projects, budget, water consumption, administrative and general operational matters;
- Prepare clear and accurate technical reports, correspondence, procedures and other written material;
- Effectively utilize computer software components and SAP system;
- Organize and set work priorities and meet critical deadlines;
- Exercise sound judgment within established policies and procedures;
- Provide technical support and subject matter expertise as requested;
- Respond to and identify user needs and help determine solutions;
- Understand and carry out oral and written instructions and keep accurate records;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Two year college degree in accounting, finance, business, public administration, or in a related field and three years of work experience involving budget, accounting, and providing administrative, technical and system support to staff.

OR

Three to five years of work experience involving budget, accounting, and providing administrative, technical and system support to staff.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 “all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.” (Ref: California Government Code, Title 1, Division 4, Chapter 8, Sections 3100 – 3109;
- Depending upon assignment, possession of a valid California driver’s license issued by the State Department of Motor Vehicles and satisfactory driving record.

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, use standard office equipment such as a personal computer, word processing and data base software, calculator, a copy and/or fax machine; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time; operate office equipment requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses repetitive hand movement, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages weighing up to 10 to 30 pounds. The noise level in the work environment is quiet to moderate noise. Position may require the ability to work overtime and weekends as needed.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: June 2014

Approved by: Human Resources Manager